



Arnold Schwarzenegger, Governor
Dale E. Bonner, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE

Equal Opportunity Employer

Job Opportunity

DEPUTY COMMISSIONER

LOS ANGELES

Permanent — Full-time

The Department of Real Estate has an opening in its Los Angeles Subdivisions section for Deputy Commissioner. This position is permanent, full-time. The Department is located at 320 West 4th Street, Suite 350, in downtown Los Angeles.

Duties of the position include:

- Review, analyze and in some cases physically inspect common interest Subdivisions and Enforcement cases involving Subdivision violations to ensure compliance with appropriate state statutes, codes, departmental regulations and policies.
- Prepare a comprehensive report utilizing a computer, detailed deficiency correspondence, case analysis or a formulated approval analysis.
- Analyze alternative assessment schemes relating to master associations with mix-uses and their sub-associations.
- Review and critique agreements relating to shared use, maintenance, management and subsidization.
- Analyze association financial documents, reserve studies and auditor's reports.
- Apply appropriate appraisal methodology in analyzing converted projects and bonding documents.
- Analyze tract maps, condo plans, plot plans and CC&R's to ensure they coincide with appropriate rules and regulations that impact association maintenance, repair and replacement responsibilities.
- Prepare monthly production and status reports.
- Confer on non-complex projects with developers, budget prepares, attorneys, licensees and other interested parties regarding particular laws, regulation and policies.
- Field general inquiries either by telephone, in person or in writing regarding departmental regulations and policies or applicable laws.

Necessary Requirements:

- Ability to organize and manage a caseload while following principles of effective time management.
- Ability to write comprehensive reports.
- Ability to prepare and write detailed investigative correspondence and reports.
- Ability to cultivate effective working relationships with individuals in all levels of government and the public sector.
- Ability to multi-task and be able to work under pressure.
- Flexibility, patience and tact.

Desirable Qualifications:

- Knowledge of California Real Estate Law is desired, but not required.
- Effective oral and written communication skills, including spelling, punctuation and grammar.
- Computer literate, preferably with experience in Microsoft Word and Excel.
- Dependable and reliable.
- Excellent attendance.
- Ability to lift up to 20 lbs. as necessary.

Salary:

Range A	\$2969 - \$3378	Range C	\$3862 - \$4655
Range B	\$3459 - \$3970	Range D	\$4243 - \$5108

Who may apply: Current State employees at the Deputy Commissioner level, individuals with Deputy Commissioner list eligibility, State employees transferable to the class, Training and Development assignments. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA/Surplus on your application and include a copy of your notice. Note: You must indicate RPA #08-097 on your application for it to be considered.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Angele Chemsian, Managing Deputy Commissioner III
Los Angeles District Office
(213) 576-6938

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at <http://www.spb.ca.gov>

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.

Note: DRE requires that new employees be fingerprinted.